

PETIT JUROR INFORMATION GUIDE

Welcome to the United States District Court for the Western District of Pennsylvania. Your term of jury service is determined by the Court. During your term of service, we ask that you use good judgment in attire (no shorts, tank tops, torn jeans, etc.) and observe the rules of etiquette in the courtroom.

As a federal juror you will receive \$40.00 for each day you are in attendance and \$0.54 per mile round trip from your home to the Penn Traffic Building. Jurors who travel 60 miles or more one way to the Courthouse qualify for subsistence payments. A subsistence payment of \$140.00 per day will be made to those jurors staying in a hotel. A subsistence payment of \$51.00 per day will be made to those jurors staying with friends or relatives. Hotel receipts are required as proof of stay. Parking costs will be reimbursed up to \$10.00 per day. Receipts are also required for parking reimbursement. All payments will be paid by check out of our Pittsburgh office in accordance with the payment schedule enclosed.

Being summoned for a three or four week trial term does not mean that you necessarily will be serving every day for that period of time. You will be ON CALL to report when needed during that period of time, using our Automated Jury Phone System. Please advise your employer of this fact. After jury selection is completed for a particular trial, only those people selected will report each day until completion of that trial. Those people not selected will be given instructions as to what to do for the remainder of the term. You will not be paid for those days you are not in attendance at the courthouse. If you appear when not instructed to do so, you will not be authorized to collect any juror fees.

Jurors are encouraged to bring a book, magazine, etc. to help pass the time spent in the jury assembly room. You cannot take these items with you into the courtroom. However, the jury assembly room is locked and secured while you are in the courtroom. Personal items can be left there and retrieved later. No one except jurors will be permitted in the jury assembly room at any time. Relatives can wait in the Court lobby. Coffee, tea and soda pop are provided in the jury assembly room. Food and drink are not permitted in the courtroom. Cameras, radios, laptop computers, cellular phones, firearms, mace, pocket knives, etc. are not permitted in the courthouse.

Protection of a jurors employment is provided under 28 U.S.C. 1875(a), "No employer shall discharge, threaten to discharge, intimidate, or coerce any permanent employee by reason of such employee's jury service or attendance in connection with such service, in any court of the United States".

The Court trusts that your experience will be pleasant, rewarding and memorable. If you have any questions, please call the Clerk of Court's Office, Johnstown Division at (814) 533-4504 or email us at Ejuror3@pawd.uscourts.gov. You can also review Frequently Asked Questions and other juror information located on our website at www.pawd.uscourts.gov. Click on the Jury link.

PARKING AND HOTEL INFORMATION

It is advised that you do not park at street meters. Street meters have a two (2) hour maximum. You will not be able to leave the courthouse to put in more money. The Court will not reimburse any parking ticket fees. The City does provide public parking in City owned parking garages. Be sure to bring plenty of quarters for the meter. The rate is \$0.25 per 1/2 hour with a ten (10) or twelve (12) hour maximum. **Do not park in the numbered spaces without meters in these garages.** These spaces are rented on a monthly basis to individuals. Receipts for metered parking in City garages can be obtained by stopping in the Parking Bureau Office, Room 103, City Hall, on the corner of Main and Market Streets. Their office hours are 8:00 a.m. to 4:00 p.m.

Parking that is available includes: City owned garages on Lincoln Street, Vine Street and Locust Street. Walnut Medical provides public parking at their Main Street West Garage. The entrance is on Walnut Street. Rates are: \$1.25, 1 hour, \$2.25, 1-2 hours, \$3.00, 2-3 hours, \$4.00, 3-4 hours, \$5.00, 4-6 hours, \$6.00, 6-7 hours, \$10.00, 7-12 hours, and \$15.00, 12-24 hours. The Main Street West Garage is the nearest to the Courthouse.

Hotel reservations are the responsibility of the juror. The Holiday Inn and Econo Lodge are located in downtown Johnstown and are within walking distance of the Courthouse. The Holiday Inn is the nearest and has agreed to provide federal jurors overnight accommodations at the government rate of \$89.00 per night subject to availability. When making reservations at the Holiday Inn, you must indicate that you are a federal juror in order to obtain the government rate. The Court has no agreements with any other hotels, however they may offer discounts as well. There are also numerous hotels in the Richland/Galleria Mall area. Below is a list of some hotels and their phone numbers.

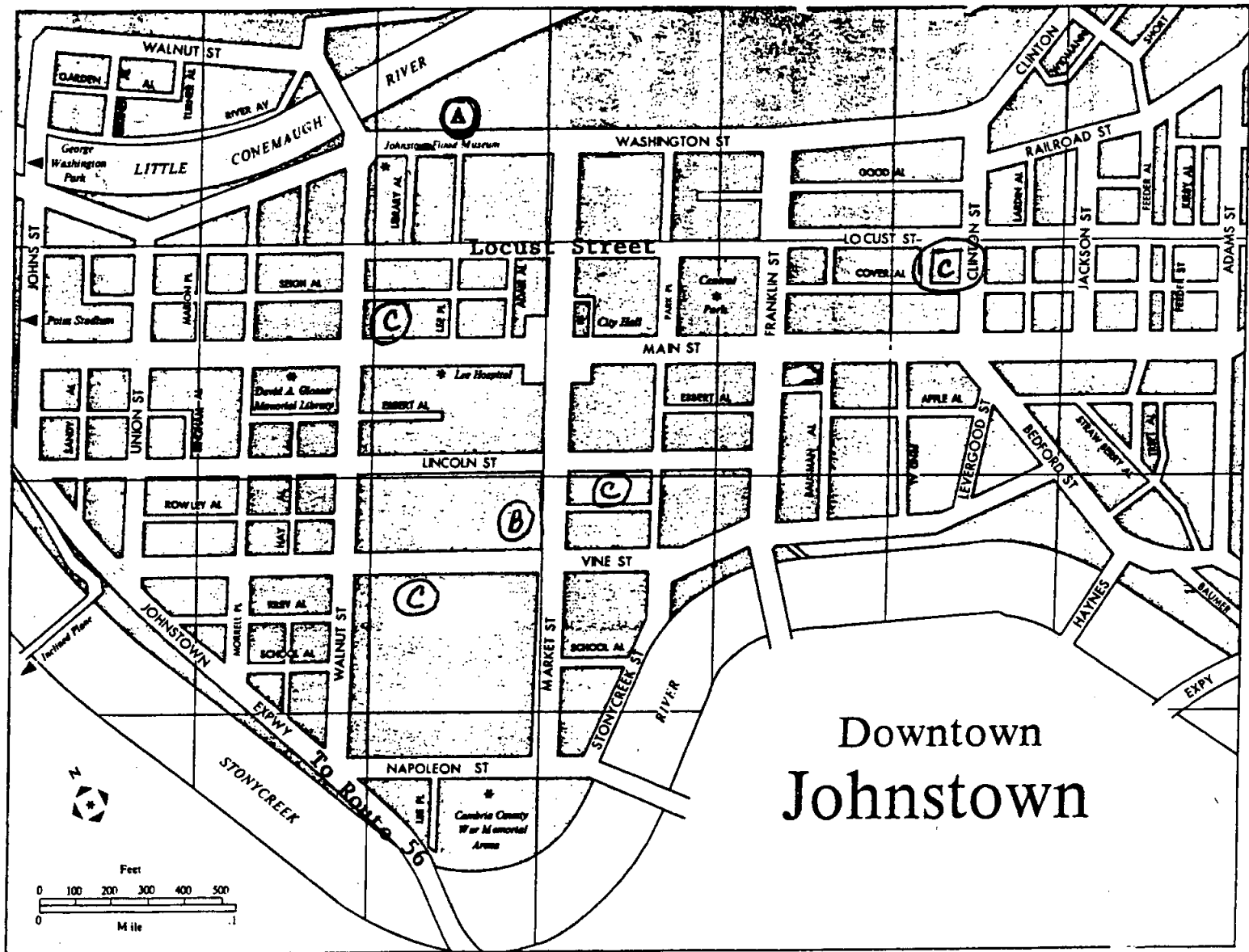
In downtown Johnstown:

Holiday Inn - 250 Market Street - (814) 535-7777
Econo Lodge - 430 Napoleon Street - (814) 536-1114

Richland/Galleria Mall Area:

Sleep Inn - 453 Theatre Drive - (814) 262-9292
Comfort Inn - 455 Theatre Drive - (814) 266-3678
Super 8 Motel - 627 Solomon Run Road - (814) 535-5600
Murphy Inn - 132 Pen Mar Lane - (814) 266-4800
Hampton Inn - 129 Commerce Court - (814) 262-7700
Holiday Inn Express - 1440 Scalp Avenue - (814) 266-8789

*** All rates subject to change



Downtown Johnstown

KEY:

- A** - U.S. District Courthouse/Penn Traffic Building
- B** - Johnstown Holiday Inn
- C** - Parking Garage

JUROR PAYMENTS

Those Serving on these days

21st through 5th

6th through 20th

Will be paid on

10th of the month

25th of the month

**Note: Parking receipts received AFTER payment date WILL NOT BE PAID.
NO EXCEPTIONS!**

INFORMATION NEEDED ON PARKING RECEIPT

*** Name**

*** Juror Number**

*** Panel Date**

*** Date Expense Was Incurred (be sure it is correct)**

*** Amount of Payment**

(Be sure all information is legible)

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA
www.pawd.uscourts.gov

Emergency Messages Telephone Number

Call 1-866-602-3219

This toll-free telephone number is to be used by Federal Judiciary employees and jurors to determine if the court will be open, closed, or have a delayed opening during times of inclement weather or during any other emergency condition that may occur. Individuals who dial this number hear a pre-recorded message. If the message does not specifically state that the courthouse is closed, then the court is open for business as usual.

The official name of this service is Sprint's Agency Recorded Message Announcement System (ARMA). This service will be used as a message board for court employees and jurors in the event court buildings must be closed or their opening delayed due to an emergency situation including inclement weather. If a building in one of the three court locations in our district is forced to close, individuals can call this toll-free number to learn the status of their facility. The service will also be used to inform employees if an alternate work site is being considered, and to provide any other important information during the facility shutdown.

You should not hesitate to call this number if you feel that there could be a message during an unusual circumstance at the court. You do not have to wait for direction from anyone at the court to call the number. This telephone number will be the best way to hear current information if an event or problem necessitates a delay in opening or the closing of the court.

*****The above phone number is to be used only to determine if the courthouse will be open during times of inclement weather or during any other emergency condition that may occur. Use 1-866-498-8562 to check reporting dates and times and/or to check the status of excuse requests as outlined in your instructions enclosed.**